



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONS UNIT ADMINISTRATOR I

Job Number: 20000664

Job Code: 22580V160716

Job Group: 2200 - CORRECTIONS

Job Established: 03/01/1983

Job Revised: 07/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists a Correctional Unit Administrator II in the overall administrative operation and control of a unit within a correctional facility and assumes the duties of the Correctional Unit Administrator II when absent to assure adequate supervision on a seven day, twenty four hour basis at the institution OR directs and coordinates pre-release services with institution and field offices for inmates ready to be paroled; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders.

Substitute EDUCATION for EXPERIENCE:

A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises correctional officers, lieutenants, caseworkers and maintenance personnel in regard to program, security and operational aspects of the functional program unit. Participates as a member of the unit classification committee and discipline committee. Directs and coordinates pre-release services to assist in inmate's transition in the free-world. Conducts pre-release classes for inmates. Tracks parole plans and coordinates parole recommendations with inmates and staff for release. Interprets policies and procedures for home/job placement and develops and processes plans. Monitors plans with Parole Officer, supervisor and Interstate Compact Director. Supervises the production of parole progress reports, annual reviews of inmates and institutional classification, reviews correctional officer performance, serves as second line supervisor for performance management review responsibilities for correctional officers and acts as first line supervisor for lieutenants and caseworkers. Assists the Unit Manager in the development and implementation of unit policy and expansion of correctional programs within the unit. Performs other duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to physically respond to an emergency situation. Assist in an evacuation or rescue, bend, lift, run or walk swiftly in order to physically disrupt fights between inmates and/or residents or intervene in a combative situation to protect fellow employees from the threat of harm or actual harm at the hands of an inmate and/or resident. Must possess the physical agility to secure an inmate and/or resident with handcuffs and/or ankle chains, or other restraints, and, if necessary, to engage in forced movement of inmates and/or residents from one location to another.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work within a state correctional facility.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.